

Download a Copy of Your Travel Registry Application

The Following instructions provide a step by step tutorial of how to download a copy of your completed Travel Registry application from the myCSUNglobe Travel Registry.

- 1. Log into your myCSUNglobe account (https://travelregistry.mycsunglobe.csun.edu/login)
- 2. Select your trip application
- 3. Navigate to the top right corner select the ellipses (highlighted in yellow above).

Tropical Biology Semes	ter 2024 Ecuador	Feb 20, 20	024 to Apr 15, 2024(55 days)				► <mark>^ :</mark>
Tropical Biology Semester 2024 Ecuador Reason for travel Faculty-Led Program	<b>*</b>	View as checklist				<mark>0</mark>	Save trip
🤹 Group Travelers 🛃 I	tinerary 📄 Forms	Essential Conten	t 🕢 Approval Hist	ory	Trip Histo	у	
Quito, Pichincha, Ecuador		Feb 20, 2024 - , 2024	Apr 15, Migh Risk Rating	g [	2 Level 2 DOS Rating (2	Level 0 CDC Rating (2	, ^ :
Required items are shown in red with Arring	th an *. All other fields are optional.	Departure airport LAX	Departure date 2/20/2024		Hr.Mn 00:00 24HR 🔻	Timezone PST	
Flight # Confi	rmation # Seat	Arrival airport UIO	Arrival data 2/20/2024	Ē	Hr:Mn 00:00 24HR	+ GMT-5	
Hotel name			Checkin	-	Checkout	-	

4. Select "Export to PDF," followed by "Full PDF"

**REMINDER:** "Brief PDF" will not show all the approver's signatures, you must select "FULL PDF"

If you have any questions regarding the process, email myCSUNglobe@csun.edu or call 818-677-2331.